



## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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No. MBMA /MLAMP/43/2017/59

Dated Shillong, the 24<sup>th</sup> May, 2019

### ADDENDUM

Reference No. MBMA/MLAMP/43/2017/29, Dated 10<sup>th</sup> May, 2019.

The Request for Quotation for Printing of Books, Registers, Receipts, Forms, and Vouchers for IVCS Office of MBMA under M – LAMP Project, the submission date of quotations is hereby extended to 28<sup>th</sup> May 2019 due to revision of the technical specifications which may be referred at **Annexure-1**:

Sl No	Description	Previous Submission Date	Revised Submission Date
#1	RFQ for Printing of Books, Registers, Receipts, Forms, and Vouchers for IVCS MLAMP	24-May-2019	28-May-2019

Yours faithfully,

(Dr. Vijay Kumar D. IAS)  
Project Director, MLAMP  
Meghalaya Basin Management Agency

Technical Specifications

Annexure-I

Revised Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS

SN	Particulars	Original Number of Pages per Book, Register	Revised Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
<b>Lot # 1: ENROLLMENT OF MEMBERSHIP AND SUBSCRIPTION TOWARDS SHARE CAPITAL</b>							
1	GENERAL CREDIT VOUCHER	100	No revision required	10	1500	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (14 X 22 CM )1/8 DEMY (1/2 A4)	a. Voucher to be printed in Yellow Color
2	GENERAL DEBIT VOUCHER	100	No revision required	10	1500	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (14 X 22 CM )1/8 DEMY (1/2 A4)	Voucher to be printed in White Color
3	RECEIPT BOOK	100	No revision required	10	1500	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (14 X 22 CM )1/8 DEMY (1/2 A4)	
4	ADMISSION FEE REGISTER	100	<b>200 pages (100 sheets)</b>	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	<b>To be printed on both sides</b>

Revised Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS

SN	Particulars	Original Number of Pages per Book, Register	Revised Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
5	MEMBERSHIP REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
6	SHARE REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
7	SHARE LEDGER	200	400 pages (200 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
8	SHARE CERTIFICATE	200	No revision	1	150	FORMS IN MULTI COLOUR PRINTING IN 160 GSM CENTURY BOARD (SIZE - 22 X 33 CM) LEGAL, 1/5 C/B)	a. To be printed on only one side b. Water Mark "IVCS" to be embedded

Revised Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS

SN	Particulars	Original Number of Pages per Book, Register	Revised Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
9	SHARE SCRIPT REGISTER	200	400 pages (200 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
10	CASH BOOK	200	400 pages (200 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
11	GENERAL LEDGER	200	400 pages (200 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
<b>Lot # 2: DEPOSIT MOBILIZATION</b>							
12	SAVING BANK ACCOUNT OPENING FORM	6	No revision	400	60000	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (44X56CM) FULL DEMY A2	

Revised Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS

SN	Particulars	Original Number of Pages per Book, Register	Revised Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
13	SAVINGS BANK APPLICATION REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL, BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
14	SAMPLE SIGNATURE AND PASSBOOK ISSUE REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL, BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
15	DEPOSIT VOUCHER	100	No revision	10	1500	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (14 X 22 CM )1/8 DEMY (1/2 A4)	
16	WITHDRAWAL VOUCHER	100	No revision	10	1500	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (14 X 22 CM )1/8 DEMY (1/2 A4)	

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17	SAVING BANK LEDGER	200	400 pages (200 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
18	SAVING BANK DAY BOOK	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
19	SAVING PASS BOOK	30	No revision	400	60000	SIZE: 5" X 7", INNER PAPER - 100 GSM MAPLITHO PAPER, COVER PAGE - 300 GSM GLOSSY ART BOARD PAPER, INSIDE PRINTING - SINGLE COLOUR OFFSET BOTH SIDES, COVER PRINTING - MULTI COLOR OFFSET IN BOTH SIDES, BINDING - CENTER STITCHING	

Revised Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS

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20	RECURRING DEPOSIT LEDGER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
21	FIXED DEPOSIT REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
22	FIXED DEPOSIT LEDGER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
23	FIXED DEPOSIT RECEIPT	100	No revision	2	300	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (14 X 22 CM )1/8 DEMY (1/2 A4)	Water Mark "IVCS" to be embedded

Revised Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS

SN	Particulars	Original Number of Pages per Book, Register	Revised Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
24	INTEREST PAYABLE REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
<b>Lot # 3: LOAN AND ADVANCES</b>							
25	LOAN AND ADVANCES APPLICATION FORM	2	No revision	300	45000	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (22 X 28 CM) 1/4 DEMY A4	
26	LOAN APPLICATION AND SANCTION REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides

Revised Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS

SN	Particulars	Original Number of Pages per Book, Register	Revised Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
27	LOAN LEDGER	200	400 pages (200 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
28	LOAN DAY BOOK	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
29	LOAN PASS BOOK	2	20	300	45000	SIZE: 5" X 7", INNER PAPER - 100 GSM MAPLITHO PAPER. COVER PAGE - 300 GSM GLOSSY ART BOARD PAPER, INSIDE PRINTING - SINGLE COLOUR OFFSET BOTH SIDES, COVER PRINTING - MULTI COLOR OFFSET IN BOTH SIDES, BINDING - CENTER STITCHING	Number of pages revised

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30	INTEREST RECEIVABLE REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
<b>Lot # 4: OTHER BOOKS</b>							
31	BOOKS OF PROCEEDING OF ANNUAL GENERAL MEETING/ SPECIAL GENERAL MEETING	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
32	BOOKS OF PROCEEDING OF MEETING OF THE MANAGING COMMITTEE	150	300 pages (150 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides

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33	FIXED ASSETS REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
34	SOCIETY'S DOCUMENT REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
35	CHARGES/ EXPENSES REGISTER	100	200 pages (100 sheets)	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides